

18th Annual
UT Dallas
Project Management Symposium

Paper Guidelines

18th Annual
UT Dallas
Project
Management
Symposium

May 28-29, 2026

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800 W. Campbell Road
Richardson, Texas
75080

Presented by:
UT Dallas Project
Management Program
In partnership with
PM World Journal



Event Date

May 28-29, 2026

Exploring Emerging Trends in Project Management

All those whose abstract has been accepted must submit a paper prior to the symposium consistent with the following guidelines.

Papers and PowerPoint presentations are to be emailed to PMSymposium@utdallas.edu by April 24, 2026.

Paper Guidelines

General

1. Contents of the paper must be consistent with the abstract submitted by author on which acceptance is based.
2. Paper should not have been previously published (we are seeking new knowledge and information.)
3. Paper must not be commercial or promotional for any products or organizations. (this is an educational symposium at a public institution).
4. Paper should be professionally produced with high quality, with grammar and spelling carefully checked before submittal.
5. All previously published information, quotations, images or data used in the paper must be properly referenced; all papers will be checked for plagiarism.
6. Authors retain copyright.
7. Cite any use of Generative AI in preparing the paper, following the guidelines established by the UT Dallas Jindal School of Management: “Typically, all content that you pulled from another source must be cited. This includes for papers, presentations, reports, and scholarly writing. For generative AI, you would cite:
 - Generated text or data that you rewrote, revised, or rephrased
 - Generated text that you copy/pasted. Use quotation marks.
 - Quoted generated text that you discuss in a paper, report, or presentation
 - AI tools used to process or analyze data
 - Creative works like images, data visualizations, videos, or music”

Formatting

Language: English

File Type – MS Word (not PDF)

Font Type – Times New Roman, Ariel or Calibri font

Font Size – 14 pt for major headings; 13 pt for sub-headings, 12 pt for body of paper

Title – Top of first page, centered, 16 pt, Ariel Bold, first letter of main words capitalized.

Author Name – 2nd line, centered, just below title on first page, 12 pt.

Form – Introduction or Abstract, body of paper (with headings and sub-headings as needed), Conclusion, References.

Headings and Sub-Headings – use as many as you like; numbering is ok but not required. Headings and sub-heading should be **bold** type.

Capitalization – All CAPS are not needed; Title, heading and sub-headings should capitalize first letter of primary words (nouns, verbs, important adjectives), not syncategorematic words (prepositions, connectors, etc.) like “the”, “and”, “a”, “or”, etc.

Paragraphs and Sections – paragraphs should contain no more than 200 words (150 words per paragraph preferred); sections should generally include 3-6 paragraphs. Extra long sentences should be avoided. New paragraphs should NOT be indented. Paragraphs should be separated by a single blank line.

Footnotes – bottom of pages ok, automatically generated ok, 10 pt font size.

References – listed at end of paper, can be in 11 pt font, not automatically generated, in following format:

Author last name, initials (year published), title, name of publication, location, volume #, month or issue #, URL with live link, if possible (date accessed).

Images, Figures & Exhibits – good to include, 5 max per paper, no more than one on first page.

Acronyms – Spell out the word the first time used, with acronym in parentheses; use of the acronym can then be used freely in the text.

Margins – Top and bottom: .5”; right and left sides: 1”

Line Spacing – Single spacing, or 1.15 max; NO 1.5 or double line spacing.

Length of paper (# of pages) – Minimum 5 pages, maximum 10 pages

Header = .5” margin, blank (no text)

Footer – font size: 10 pt; .6” margin, left side: 17th UT Dallas PM Symposium, 29-30 May 2025; right side: page #

Note:

Authoring a well-written professional paper can demonstrate tacit project management knowledge and represent professional maturity. Authoring a professional paper can often enhance a career and can be cited on one's personal résumé.

All symposium papers will be posted as PDF files on the UT Dallas PM Symposium website after the symposium at <https://jindal.utdallas.edu/events/project-management-symposium/>

Some symposium papers will be selected for republication in the [*PM World Journal*](#), based on topics and quality. The selected authors and papers will receive international exposure.

Create a great paper. Good luck!